



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335

Job Title:

WIC Certifier

Open Date:

January 30, 2023

SL Program:

Spirit Lake WIC Program

Close Date:

February 17, 2023

Position Objective: Perform eligibility processes and certifications for WIC participants

Major Duties & Responsibilities

- Interview's clients to determine nutritional eligibility. This includes weighing, measuring and Hemoglobin determinations in addition to dietary and medical history evaluations.
- Determines financial eligibility of clients
- Provides basic nutrition education under the supervision of the WIC Dietitian/Nutrition Educator
- Provides breastfeeding education
- Notifies clients of rights and responsibilities
- Issues eWIC cards
- Vendor monitoring
- Schedules client appointments, and maintain and update appointment calendars
- Follow-up on missed appointments. Responds to telephone inquiries
- Runs computer reports
- Maintains client files and other records as directed
- Assists in the production of nutrition education materials
- Performs other duties as assigned by the WIC Director

Qualifications, Experience and Education required:

- Associates Degree in Nutrition, Health or related field or equivalent experience
- Knowledge on age related nutrition and nutrition education
- Knowledge on breastfeeding practices. Breastfeeding advocate
- Maintains confidentiality
- Computer skills and knowledge of relevant software
- Knowledge on administrative and clerical procedures
- Have work experience with children and families
- Good interpersonal and communication skills
- Position requires flexible work schedule to best serve WIC clients

- **Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving policy.**

Qualifications, Experience and Education required:

- **Ability to pass background investigation**
- **Ability to pass a drug and alcohol screening**

NOTE:

- **This is a grant funded position and is dependent on yearly grant availability**
- **Willing to undergo training per ND State WIC requirement**

Job Role:	WIC Certifier	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt	Non-Exempt		
Employment Status:	Full-time	Supervision	WIC Director
Monthly Salary Range:	\$18.00	Manages Others:	No
Number of Vacancies:	1	Job Order #	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	normar@spiritlakenation.com katerid@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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